

# Partnership for the Umpqua Rivers

## MONTHLY MEETING MINUTES

**Date** March 15, 2016

**Place** ODFW Conference Room

**CALL TO ORDER:**

The PUR Board President, Walt Gayner called the meeting to order at 9:06 a.m.

**INTRODUCTION AND ROLL CALL:**

There were 24 people in attendance. There was a quorum of Directors present.

**DIRECTORS AND ALTERNATES:**

Agriculture & Livestock	Present	Absent	Alternate	Present	Absent
Walt Gayner (President)	X		Vacant		
Cindy Haws	X		Stanley Petrowski	X	
Karen Roberson	X		Paul Heberling		X

Timber, Aggregate, Construction & Mining	Present	Absent	Alternate	Present	Absent
Bryan Nelson		X	Dave Archambault		X
Aaron Aasen		X	Vacant		
Chris Strunk		X	Darin McMichael	X	
Kelly Guido	X		Joy Smith		X

Fishing, Recreation & Conservation	Present	Absent	Alternate	Present	Absent
Dave Grosjaques		X	Mike Brochu		X
Ann Chamberlain	X		David Parker	X	
Alan Bunce		X	Richard Chasm	X	
Dale Greenley		X	Chuck Schnautz	X	

Cities, Special Districts & Public Utilities	Present	Absent	Alternate	Present	Absent
Rhonda Black		X	Vacant		X
Sean Negherbon		X	Blair Nash	X	
Ken Carloni		X	Thomas McGregor		X

County	Present	Absent	Alternate	Present	Absent
Susan Morgan		X	Dominic Carollo	X	

Tribes	Present	Absent	Alternate	Present	Absent
John Schaefer		X	Heather Bartlett	X	

Members at Large	Present	Absent	Alternate	Present	Absent
M.A. Hansen	X		Diane Phillips		X

**OTHERS PRESENT:**

Eric Geyer	Eric Riley	John Colby	Jason Roberson
Eric Himmelreich	Matt Ruwaldt	Gilaine Wright	Thomas Johnson
Stephen Nardli	Savannah Nardli		

**APPROVAL OF MINUTES:**

- The minutes and staff reports from the February 2016, meeting was approved; M.A. Hansen made the motion, Richard Chasm seconded. Motion Passed.

**GENERAL DISCUSSION AND PUBLIC INPUT:**

- Richard Chasm: LNG update, and M.A. read the action FERC
- Eric H. gave an AFS report/update

**PRESIDENT'S REPORT:** Walt Gayner

- Will give updates during the committee reports

**TREASURER'S REPORT:** Eric Geyer

- Eric Geyer gave the Treasurer's Report;
- Treasurers Report:
 

Checking Account	\$43,287.17
Savings Account	\$11,000.36
Outstanding Bills	\$19,405.01
Funds Requested	\$105,607.96

**STAFF REPORT: Feb 12, 2016 – Mar 10, 2016**

- Eric Riley, Executive Director:
  - Held regularly scheduled Staff Meeting
  - Attended PUR Board Meeting
  - Attended the PUR Nominations Committee Meeting
  - Attended the PUR Policy & Procedures Meeting
  - Signed checks and reviewed monthly bank statements/reconciliation reports
  - Reviewed and signed timesheets for Staff as part of monthly payroll
  - Worked with Terry and Gilaine on establishing individual Workplans for 2016. I have been working with all PUR Staff members to establish individual workplans this winter. My goal is to utilize the workplans to better coordinate staff efforts inside and outside the office. This is the first year that we have done these for the entire staff. I hope that the process will facilitate internal discussion and result in better efficiencies, time management and project coordination.
  - Worked with Sydney Post to prepare contracting documents and a project contract for a BLM Project in Days Creek. There has been funding (BLM) in place for this project for several years and the agreement expires this year. Sydney is the lead on the project, which will place logs and boulders into Days Creek on BLM lands. PUR Staff has very little involvement in the technical portion of this project. The majority of the PUR involvement is on the administrative side (contracting and fiscal management). Met a second time with Sydney to coordinate continuing contracts and establish specifications and timelines for upcoming contracts for 2016.
  - Worked with Terry on coordinating contracts for the West Fork Cow Creek and Olalla Creek projects. Both contracts are with Blue Ridge Timber Cutting, Inc. and we are using line pulling equipment to stage logs and whole trees for future restoration work in those watersheds.
  - Prepared for and facilitated an Umpqua Basin Partnership meeting to discuss the Focused Investment Partnership (FIP) Capacity-Building grant and identify the next steps. The group's discussion largely focused on hiring a facilitator for the process. Specifically, the discussion reviewed the pros/cons of doing a direct hire vs. putting out a request for proposals. The group has coordinated a visit with Kendra Smith from the Bonneville Environmental Foundation to discuss potential options for the development of the Umpqua Basin Strategic Action Plan (SAP). Kelly Coates (Cow Creek Tribe) and I spoke with Kendra last year about the possible SAP effort in the Umpqua and she provided a draft proposal, outlining possible options for the development of a plan. The group will meet with Kendra in March to continue the discussion.
  - Gilaine and I met with Jake Winn (Roseburg BLM) and Holly Huchko to discuss the Little Wolf Monitoring Final Report. This project is a multi-year project that has involved several partners (BLM, OWEB, ODFW, OSU/USGS, PUR and others). For this particular grant agreement the BLM required a 1 to 1 match to federal funds. This project started back in 2008 and has been a long term monitoring effort of restoration work done in that watershed. We met to ensure that the appropriate matching funds were being reported

and that time/funds were not being double counted in the final report documents. The report was completed, submitted and approved by the BLM.

- Coordinated and attended the Executive Committee Meeting. This meeting focused on finalizing my 2016 Workplan and on Committee Roles and functions.
  - Attended a partner coordination meeting with Matt Ruwaldt, Coos Bay BLM and Roseburg Resources. The topic of discussion was to identify pending and future projects, their timeline and road use permits. The last two years PUR has been working With Coos Bay BLM road maintenance staff to coordinate permits for the use of BLM roads during restoration projects. This has included the establishment of road use permits, bonding of contractors and a closer working relationship with Coos Bay BLM. We discussed project work templated for 2016 and potential work in 2017-18.
  - Gilaine and I participated on an OWEB Conference Call for FIP Capacity-Building Grant recipients. The call was to go over the administrative and reporting requirements involved in this new grant opportunity. Although different, the administration of this grant will not be extremely complicated. There is a standard reporting template and timeline for reports throughout the life to the grant. OWEB is very interested in making this program effect and value added for the participants. OWEB will work with recipients to attend meetings, as is appropriate, throughout the process.
  - Matt and I attended a meeting with Umpqua Soil and Water Conservation District (Rhonda Black) and Natural Resource Conservation District (David Chain) to discuss the Tidegate Prioritization and Restoration effort that is being led by Umpqua SWCD. The intent of the meeting was to get the group updated on current project status and establish some near term goals and objectives to move the project along. PUR has been working with this project for two years and we look forward to participating in a couple of tidegate replacement/restoration projects in the near future.
  - Spent a day with Steve Clark (Roseburg BLM) administering the Olalla Creek Line Pulling contract (mentioned above). This project is unique in that the project area has a culturally significant site centrally located within a portion of the project. Because of the cultural concerns an element of this project required that presence of an archeologist when work was being implemented around the cultural site. Great care was taken by all (Contractor, PUR and BLM) to ensure that cultural interests were being preserved as trees were being pulled, cut and staged for work later this summer.
  - Attended the West Coast Salmon Summit Steering Committee meeting to continue coordination for the fall's conference. The Summit will be held September 26-29, 2016 at Seven Feathers Casino. This will be a great opportunity to host a regional event locally and have an opportunity to showcase some of the great things going on in the Umpqua.
  - Participated in a conference call with Rob Walton (NOAA) and Dan Avery (ODFW) to discuss the proposed ESA Recovery Plan for Oregon Coast Coho Salmon. The plan is in its final stages of revision and they are both interested in establishing a comfortable partnership with the Umpqua and its pending FIP Strategic Action Planning efforts. NOAA funds a similar planning effort called the Coho Business Plan and there are three pilot watersheds in Oregon. They are seeking to develop a working relationship and see if/where the Recovery Plan's Common Framework Tool Kit is applicable to our local planning efforts. They are interested and willing to visit the Umpqua and present on the Recovery Plan, the Tool Kit and to identify what we are interested in hearing about the Plan.
  - Phone conversation with Rachel Hershey, a University of Oregon researcher who is working on a project conducted by the Ecosystem Workforce Program at the university on rural community-based organizations. The goal of this project is to identify and understand these organizations in the western US, including what key strategic areas organizations work in, how they are structured, and how they use their networks to accomplish different tasks. I have asked her to keep me in formed of the results of the research when the data is gathered and compiled.
  - Participated on a conference call with the Tribe, NOAA, and OWEB to discuss reporting requirements for the West Fork Cow Creek action plan development. PUR has a technical assistance grant from OWEB to conduct surveys and put together and action plan. The Tribe also received funding from NOAA to assist with the action planning process. The discussion revolved around ensuring that reporting for both organizations was not duplicated. The NOAA funding is Pacific Coast Salmon Recovery Funds and there are very stringent reporting requirements for those type of funds. The call resulted in a path forward to ensure that reporting entities do not double report accomplishments/results.
- Gilaine Wright, Fiscal Manager:
    - Prepared numerous fund requests for OWEB, BLM, and DEQ
    - Paid the monthly bills as well as any project bills that came in.
    - Prepared monthly payroll, entering time sheets, running the payroll, distributed paychecks
    - Attended Staff meetings
    - Prepared board meeting minutes
    - Prepared annual and quarterly reports for BLM and DEQ

- Prepared final reports for OWEB, BLM, and DEQ
  - Lots of filing of bills and receipts, check stubs.
  - Did lots of ordering of supplies and materials
  - Updated budgets
  - Updated internal spreadsheets staff use.
  - Worked with DEQ on new reporting requirements
  - Did bank reconciliations
  - Worked with BLM partners to get some special ordering done
  - Meet with contractors to go over invoices and cut checks
  - Meet with BLM to go over final reports and timelines
  - Worked on obtaining new BLM funding
  - Conference call regarding FIP
  - Worked on Small Grants final reports
  - Worked on my work plan
  - Finished out my daughters cheer team competition season
- Terry Burleson, Project Planner:
    - Extended hazard tree falling project in West Fork Cow Creek to make additional fish logs along Slotted Pen Creek. Partnership with the BLM road crew is paying off with more opportunities located closer to future project work and the log stockpile area. Total stockpiled logs is approaching 500.
    - Worked with Steve Clark from RSB BLM to get trees needed for his summer 2016 project prepared for placement. A tree falling window closed March 1<sup>st</sup>. Project work will continue again on August 6<sup>th</sup>, the first available day of project work due to wildlife restrictions.
    - Took ODFW Eric Himmelreich out to inspect hazard tree logs.
    - Worked with fish and hydrology staff from Medford BLM to create a poster about project planning and work in West Fork Cow Creek that was presented at the Oregon Chapter of the American Fisheries Society meeting March 2<sup>nd</sup>.
    - Attended the Oregon Chapter of the American Fisheries Society meeting in Seaside from February 29<sup>th</sup> to March 4<sup>th</sup>. Also coordinated a trip to see local watershed council restoration project sites. Attended a culvert workshop put on by respected consultants, River Design Group.
    - Worked with OSU research staff to coordinate a visit to beaver complexes located in tributaries to West Fork Cow Creek.
    - Volunteered and judged the Melrose Science Fair for the sixth year.
    - Wrote a work plan for 2016 projects.
    - Did a budget review for 2016 projects to be implemented.
    - Worked on detailed budgets with partners for upcoming project work in Olalla, Panther, and Elk Valley Creeks.
  - Sandy Lyon, Monitoring Coordinator:
    - Took two weeks' vacation to find sunshine
    - Served on Jury duty for two days
    - Attended 2016 Harmful Algal Boom Stakeholder Meeting at OSU
    - Continued working on OWEB Final Report of all monitoring data
  - Joe Carnes, Asst. Monitoring Coordinator/ IT
    - Conducted regular monitoring runs.
    - Lower South Umpqua 5th Field Run
    - Reference Run (this includes sites from five 5th field watershed that previously were conducted as their own more comprehensive monitoring runs)
    - Upper Umpqua 5th Field Run
    - Calapooya 5th Field Run
    - Started to create charts for the data collected for the Myrtle Creek Watershed over the last 10 plus years.
    - Created & Finished Charts for data collected for almost 2 years in Days Creek and tributaries for on OWEB summarization report.
    - Offloaded data collected on the Trimble. Processes the data, created shp. files from it to be used in ArcMap (GIS)
    - Worked with Terry to Create a map in GIS for AFS poster
    - Worked with Terry to Create a poster for AFS presentation
    - Attended 2016 Harmful Algal Boom Stakeholder Meeting at OSU
    - Attended a staff meeting/"budget exercise" to discuss finances and our financial status.
    - Had a meeting with Sandy to plan and discuss our goals for the coming months

- Worked on formatting of our OWEB Final Report.
  - Compiled and organized past monitoring data collected for reporting and summarization.
  - Translated work plan into my calendar for day to day use.
  - Received return NIST certified equipment from the DEQ Lab all of our equipment passed the QC check.
  - Troubleshooting for the plotter, it was having issues printing with the correct colors
  - After testing it for several issues it was determined that the print head needed to be replace
  - In troubleshooting other possible issues the machines "maintenance cartridge" was used up (common when the print head is going out)
  - Resolution order new print head and maintenance cartridge
  - Called a YSI Sonde Technician to work to resolve issues with pH probe
  - After discussing the issue I was told to try washing the probe in a 1 part water to 1 part bleach solution for an hour (something that I have done in the past and already had tried)
  - In addition to this I was instructed to also soak it in white vinegar for an hour
  - After conducting both of these soakings I was to then let the probe sit overnight in pH buffer 4
  - The next day I calibrated the probe, it did not fail but it still gave a warning QC calibration score
  - I will be calling the Tech back next week to discuss what further can be done. The warning calibration score is still fine for use, the score is just warn you that the probe "might" be having some issues
- Matt Ruwaldt, Coastal Project Manager:
    - Attended a grant workshop in Newport, hosted by NOAA. They explained two grants that we may be eligible for.
    - Attended a roads meeting with BLM and RRCO staff in Reedsport, along with Eric. We discussed future PUR projects, and how to minimize administrative time when doing road use permits.
    - Following the roads meeting, Eric and I went to the Umpqua SWCD office and met with District Manager Rhonda Black, as well as David Chain from NRCS. We discussed the Tidegate TA and how to re-vitalize that program.
    - Attended the AFS conference in Seaside. I moderated two Estuarine Restoration sessions, and gave one presentation on Dean Creek. The sessions were well-received. Terry and I also attended a Fish Passage workshop, where we learned many valuable lessons on designing fish passage projects.
    - Took monitoring photos of Camp Creek 1, 2, and 3, Weatherly Creek, and Waggoner Creek. Everything is looking good.
    - Completed a final report for Camp Creek 3.
    - Attended a PUR staff meeting and went over our budgets.
    - Worked with the Coos BLM to move some money around in a RAC TA grant that we have. We were short on Project Management funds but had some money left in Contracted Services. After some negotiations, we were able to move the leftover money to Project Management.

#### **INDEPENDENT CONTRACTOR REPORT: Feb 12, 2016 – Mar 10, 2016**

- Nancy Geyer, Education and Outreach Consultant
  - Participated in the February 23rd UFA Fish Release education program teaching about invasive species.
  - Communicated with Fish Eggs to Fry teachers and program partners about the upcoming FEtF season.
- Amy Pinson-Dumm, Grant Writer
  - Completed several project monitoring reports
  - Initiated OWEB Grant applications for April 2016

#### **STAFF UPDATES:**

- Eric R.
  - The FIP is moving forward. Eric gave an update on where the process is. Next steps will be to hire a facilitator and begin the Strategic Action Planning process.
  - Staff is transitioning from report writing to grant writing, as well as looking ahead to the instream work season.
  - OWEB has not published the results from Oct grant season, but the unofficial word is positive.

#### **UNFINISHED BUSINESS:**

- **Action Item: approval needed on the Role of PUR Committees. Ann Chamberlain made the motion to approve and M.A. Hansen 2<sup>nd</sup>. The motion passed.**
- Earth Day Booth; M.A. and Cindy Haws will work the booth.
- Fair Booth:
  - A request has been made that PUR have its own booth at the Fair not a space inside the DTO tent.

- Cindy H. believes it would be nice for PUR to have its own booth and therefore its own identity at the fair.
- David Parker thinks there needs to be more thought put into it, where we are located and who we are next too is an important consideration, not sure we can get a spot that would be worth the effort of having our own space.
- Ann C. she would like to see PUR have its own space.
- Richard C. In theory having our own booth is great, but... the reality is a lot of work and the board has never been able to function at that level. Therefore he would prefer to stay in the DTO tent.
- Darin M. we, PUR, partners all the time, why is partnering at the fair a problem?
- Walt G. It is important that we have our own identity, but partnering is also good, especially with the time requirement of the fair. Maybe we should look into transitioning from the DTO tent to our own space next year. The timeline to make a big change this year is very short.
- Eric G. \$ money for our own space is not already in approved budget
- Cindy H. has the cost been looked into?
- David P. There are not very many open spaces at the fair. The DTO tent is a good place to be, at least for this current year.
- Savannah next year we could look into working with high school students who need volunteer hours to graduate.
- **Chuck S. made a motion that we stay in the DTO tent this year. Blair Nash 2<sup>nd</sup> the motion. Motion passed.**
- Richard C. the how, what, where needs to be sent to the ED committee.
- Walt G. there is no chair for that committee.
- David P. Will chair that committee through the fair.

#### **NEW BUSINESS:**

- Jason Robinson, CCBUTI Director of Natural Resources, Gave an introduction and background, he also answered questions.

#### **COMMITTEE REPORTS:**

- Executive Committee:
  - Walt, the committee finalized Eric R. work plan for the next year.
- Technical Advisory Committee (TAC):
  - NTR
- Finance Committee: Walt Gayner
  - Still looking for new building!! Please let Eric R. or Walt G. know if you have any leads on this!!
- Nominations Committee: Darin McMichael
  - Darin, time to start thinking about who is going to be on the board next year.
  - Don't forget to think about your alternates.
  - The May board meeting is when names need to be brought before the board.
- Education Committee: Alan Bunce
  - NTR
- Monitoring Committee:
  - NTR
  - Need a chair for this committee
- Policy and Procedure: Richard Chasm
  - Richard C. there was a meeting, committee will continue to work through bi-laws.
  - Next meeting is immediately following today's board meeting.

#### **Presentation: There will be no formal presentation this month.**

- The Board President reviewed Eric R. 2016 workplan.

#### **Announcements:**

- The annual meeting will be June 21<sup>st</sup>.
- DC Fair is August 10-13th

**NEXT MEETING:** Tuesday, April 19th, 9:00 a.m.

- ODFW Conference Room, 4192 N. Umpqua Highway, Roseburg

**ADJOURN:**

- The meeting was adjourned 11:30 am.

/S/ Gilaine Wright/Eric Riley  
PUR Secretaries